

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Delegated Authority for Classification and Employment/Placement Actions

Number: 400.4

Date: 1/18/91

Originating Office: Personnel Division, Personnel Policy and Systems Branch and National Services Branch

This Replaces: 400.4, 9/10/84; 400.6, 9/30/86

Distribution: Headquarters, Areas, and Locations

This DIRECTIVE:

- Redelegates authority for classification and employment/ placement actions for positions GS/GM-15 and below and all Federal wage system positions.
- Is revised to incorporate changes in the delegation of these authorities due to reorganization of the Personnel Division.

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1. ABBREVIATIONS

- ARS - Agricultural Research Service
- DPM - Department Personnel Manual
- FPM - Federal Personnel Manual
- GM - Performance Management Recognition System Pay Plan
- GS - General Schedule
- L/A - Letter of Authorization
- NAL - National Agricultural Library
- NSB - National Services Branch
- PD - Personnel Division
- POB - Personnel Operations Branch
- PPSB - Personnel Policy and Systems Branch

2. AUTHORITY

Classification: Chapter 51, Title 5 U.S. Code, provides legal framework. FPM and DPM 511 state authorities, responsibilities, and limitations.

Employment and Placement: DPM 981, Delegation of Personnel Authorities, states authorities and limitations.

3. REFERENCES

Classification: The ARS Research Position Evaluation System is detailed in Directive 431.3.

Placement: The ARS Merit Promotion Plan is detailed in Directive 420.1.

4. DELEGATIONS

Individuals occupying the positions listed below (or persons formally designated to act in these positions) are delegated position classification and employment/ placement authority for positions GS/GM-15 and below and Federal Wage System positions (to the extent specified in cited references), within the jurisdictional areas specified. **This authority may not be redelegated:**

Position Title	Area of Jurisdiction <u>1/</u>
Deputy Administrator, Administrative Management	ARS and NAL
Associate Deputy Administrator, Administrative Management	ARS and NAL
Director, PD	ARS and NAL
Assistant Director, PD	ARS and NAL
Chief, NSB, PD	ARS and NAL
Position Classification Specialist, GS/GM-12/13, NSB, PD (classification only)	ARS and NAL
Chief, PPSB, PD	ARS and NAL
Chief, POB, PD	ARS and NAL
Section Heads, (GM-13), Position Classification Specialists (classification only), Personnel Staffing Specialists (staffing only), and Personnel Staffing and Classification Specialists, GS-9/11/12, POB, PD	Positions organizationally located in the respective service assignments in ARS and NAL

Classification of Research Scientist Positions. With respect to Category 1 research scientist positions **only**, properly appointed Chairs, Panelists and/or Personnel Representatives are delegated authority to determine both the propriety of coverage by the Research Grade Evaluation Guide (RGEG), and the appropriate grade level for positions in accordance with Directive 431.3, Position Classification- Research Position Evaluation System. The Personnel representatives exercise signatory authority for the panels.

1/ Delegation of authority to ARS for NAL personnel actions by memorandum from Director, NAL,

dated August 6, 1984.

Employment. The following are delegated employment authority for the employment of individuals under Schedule A 213.3113 (a)(5) to certain positions in designated ARS field locations which are not co-located with PD (L/A employment):

<u>Position Title</u>	<u>Area of Jurisdiction</u>
Area Administrative Officer and Area Personnel Assistants (except Beltsville)	Field positions organizationally located in respective Area
Location Administrative Officer/Assistant/Technician	Arizona - All locations California - All locations Florida - Gainesville Georgia - Byron Hawaii - All locations Idaho - All locations Illinois - Urbana Indiana - West Lafayette Iowa - Ames Louisiana - Houma Michigan - East Lansing Minnesota - East Grand Forks - Morris - St. Paul Mississippi - Mississippi State Missouri - Columbia Nebraska - Clay Center Nevada - All locations New York - Greenport (PIADC) - Ithaca North Dakota - Fargo Ohio - Columbus - Coshocton - Wooster Oregon - Corvallis Pennsylvania - University Park South Carolina -Charleston

South Dakota - Brookings
Texas - Bushland
- Weslaco
Washington - All locations
West Virginia - Beckley
- Kearneysville
Wisconsin - Madison

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